

NON-FEDERAL, NON-LOCAL, ATTENDING ON-SITE PANELISTS

The information provided on this page is for panelists who are US citizens, not local or federal employees, and are attending the panel/meeting on-site. They are also referred to as NSF Flat Rate or Type 1 panelists/participants. A flat rate reimbursement is the method by which members of proposal review panels, advisory committees, site visits, and COV's are reimbursed. Flat rate reimbursements are based on a fixed predetermined daily fee, which normally covers any expense related to the meeting (except transportation) including lodging, meals, taxis, parking, etc. Transportation is billed to NSF's centrally-billed travel account by SatoTravel. The amount of flat rate reimbursement is based on whether the day is a travel day or a meeting day and whether the participant is local or resides outside the Washington, DC metropolitan area.

Per Diem Rates for NSF Zip code 22314 (Lodging & Meals)

For participants who reside outside the Washington, DC metropolitan area, the allowances for flat rate reimbursements are as follows:

- \$480 for each meeting day and
- \$280 for travel

USE OF A PERSONAL VEHICLE

Please note that rental cars charges and fees are not authorized nor reimbursable (**though the miles driven in a rental car may be reimbursed at the current government per diem rate**). If the roundtrip mileage is 300 miles or less, NSF will pay all mileage and tolls incurred. In order to be reimbursed for privately owned vehicle (POV) expenses, the participant must complete a POV reimbursement statement. This form should be provided at the meeting.

RENTAL CAR

Please note that rental cars are not authorized or reimbursable. Additionally, local ground transportation (including parking) will not be reimbursed for any participant (including local participants). This is because the costs associated with ground transportation are already included in the flat rate reimbursement.

REIMBURSEMENT PROCEDURES

- The panelist's reimbursement is directly deposited into the participant's bank account approximately 5 days after the Division of Financial Management (DFM) receives the approved reimbursement information.
- If the participant drove their own car, they will need to provide additional documentation or reimbursement will be delayed.
- A POV Reimbursement Statement (provided to you by NSF staff) must be submitted for reimbursement of the costs of using privately owned vehicle.

[Return to Registration, Reservations, & Reimbursements](#)